

Job Description – Count Reception Officer

Reports to: Deputy Returning Officer

Main purpose of the job:

To ensure only authorised participants are permitted entry to the election count

Main Role and Responsibilities:

1. Manage the process of attendees arriving at the count centre, by checking their name on the attendance list and issuing security wristbands
2. Checking wristbands for anyone attempting to gain re-entry to the count, ensuring the wristband has not been tampered with
3. Advise the Deputy Returning Officer of anyone attempting to gain entry who is not on the list of permitted attendees
4. Read and understand the [Count Secrecy Requirements](#)

Last updated: 12/02/2025

Person Specification – Count Reception Officer

Experience	
Essential • Experience of working in a customer service environment	Desirable n/a
Skills & Personal Attributes	
Essential • A team player and flexible attitude • Calm under pressure • Punctual and reliable	Desirable n/a
Other Requirements	
Essential • Must not have worked in support of a political party/candidate at the election, whether paid or unpaid • Must not have been convicted of an offence under Electoral Legislation • Agreement to waive the Working Time Directive for period of employment	Desirable n/a